



STATE OF WASHINGTON
PUBLIC EMPLOYMENT RELATIONS COMMISSION

MICHAEL P. SELLARS, EXECUTIVE DIRECTOR

112 Henry Street NE, Suite 300 • Post Office Box 40919 • Olympia, Washington 98504-0919
(360) 570-7300 • Fax: (360) 570-7334 • E-mail filings: filing@perc.wa.gov • Website: www.perc.wa.gov

August 31, 2015

To: PERC Clientele

From: Michael P. Sellars
Executive Director

Re: Exhibit Numbering

Historically, PERC has not allowed parties to number exhibits by party (UN-1, ER-1). Rather, PERC has required all exhibits to be numbered in a single, consecutive sequence regardless of the party introducing the exhibit.

The clientele have consistently spoken of their desire to present exhibits in separate sequences by party. The central reason is the increased efficiency in case presentation.

After considering the request and reasons given, PERC agrees that efficiencies can be gained at the hearing by allowing parties to pre-number their exhibits in a separate sequence by party. Generally, exhibits should be numbered UN-1, etc for the union and ER-1, etc for the employer. If there is more than one union in a case, the parties and the examiner will determine the designation prior to hearing. If there is an individual litigant in a case, his or her exhibits should be designated in a manner reflecting his or her status in the case, such as C for complainant or P for petitioner. The examiner will make clear the designation prior to the hearing.

Pre-numbering exhibits may create numbering gaps in the final record because an exhibit was rejected or withdrawn. Any such confusion can be diminished or eliminated by clearly identifying the exhibits being discussed in the record, whether the exhibit has been offered, and clearly identifying exhibits that have not been admitted.

If you have a matter scheduled for hearing, you should consult with the assigned examiner to confirm how exhibits should be numbered. If you have general questions regarding this, please contact me. If you have questions regarding this that are specific to a case that has been assigned to an examiner, please contact the examiner.